BUILDING STAFF CONTACT INFORMATION

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- Music- Nathan Gurtler  
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- Library- Kara Baker  
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**Classified-**
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**ESP TBD**
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- Vera McGurn  
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PV’s Mission
Student Achievement - ABOVE ALL

PV’s Vision
Our students WILL be globally competent through investigating the world around them, recognizing their own and others’ perspectives, communicating ideas and taking action. Our students will value innovation and they will achieve!

PV Values

1. Achievement
   Student achievement is the reason we exist. Each staff member is responsible for our students’ success.

2. Service
   We serve students and their families first. Our business is their success.

3. The High Road
   We do the right thing. We act with integrity and treat people with respect.

4. Grit
   Our students’ futures are at stake – we don’t give up. We do more with less. If it doesn’t work, we fix it. We find a way.

5. Joy & Humor
   Our positive, caring culture supports student and staff success. We like fun. We love to laugh. We celebrate often.

6. Straight Talk
   We face reality, communicate honestly and respectfully, and hold each other accountable.

7. Open Doors
   Everybody is welcome to talk to anybody. We are open and transparent.

8. Continuous Improvement
   We seek a better way – always. We are engaged in an ongoing cycle of goal setting, action, measurement, and analysis.

9. Build a Better Wyoming
   We give back and support the community and people around us.

10. One Team
    We are in this together. We may disagree, but at the end of the day, we support each other 100%.
NONDISCRIMINATION STATEMENT
NCSD #1 does not discriminate on the basis of race, color, national origin, sex, age, or disability in employment, treatment, admission, or access to educational programs or activities. Inquiries concerning perceived discrimination may be referred to Central Services of the school district, 970 N. Glenn Road; Casper, WY 82601 (307) 253-0200: or Wyoming Department of Education; Office for Civil Rights Coordinator; Second Floor, Hathaway Building; Cheyenne, WY 82002-0050; (307)777-6219.

ATTENDANCE (ABSENCES AND TARDIES)
Here is the link the NCSD Board Policy on attendance:
http://www.boarddocs.com/wy/ncsd1/Board.nsf/goto?open&id=94WUXY7E2B75

ADVERTISING
Commercial advertising material or religious material will not be permitted to be distributed to the students and students may not distribute this type of information to other students. Information that relates to the students and school such as Scouting, Brownies, YMCA, Community Recreation, and 4-H will be permitted with approval. Before material can be sent home with the student, written approval is required from the Community Relations office at Central Services.

ASSEMBLIES
During the school year several assemblies will be presented to the students. They will present a variety of programs to the students such as musicals, athletic exhibitions and talent shows. Students and staff will be expected to wear face coverings throughout assemblies. If you do not wish your child to attend, a supervised study area will be provided. All school assemblies are presented at no-charge to the students.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION:
I understand that the Natrona County School District will protect my child’s health information (form SS-H-06) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Protection and Accountability Act (HIPAA) and that the information becomes part of the students permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I may revoke, in writing, this Authorization at any time.
BEHAVIOR EXPECTATIONS

Below is our behavior matrix. It outlines behavior expectations for common areas of the school. Each classroom will develop a matrix for the classroom.

<table>
<thead>
<tr>
<th>Safe</th>
<th>Respectful</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Playground</strong></td>
<td>● Use equipment appropriately                                                ● Use respectful words, tone, and body language to others (adults and students) ● Recess is over when bell rings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Follow directions from staff                                                 ● Take pride in your school                                                   ● Play hard and play fair (sportsmanship)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Control your body (spatial awareness)                                       ● Allow the learning of others without interruption                           ● Own your mistakes, learn, and move on (mistakes are where new learning takes place)</td>
<td></td>
</tr>
<tr>
<td><strong>Hallway</strong></td>
<td>● Walk on the right side of the hallway, single file                          ● Allow the learning of others without interruption                           ● Do what you set out to do (in a timely manner)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Control your body (spatial awareness)</td>
<td></td>
</tr>
<tr>
<td><strong>Lunchroom</strong></td>
<td>● Control your body (spatial awareness)                                       ● Use respectful tone and body language to others (adults and students)        ● Work to keep the lunchroom clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Follow directions from staff                                                 ● Use a “shoulder voice”                                                     ● Eat your (own) food</td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom</strong></td>
<td>● Wash your hands with soap                                                   ● Take pride in your school                                                   ● Be considerate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Keep climbing for the playground                                            ● Allow the learning of others without interruption                          ● Use the bathroom in a timely manner</td>
<td></td>
</tr>
<tr>
<td><strong>Office/Nurse/Refocus Room</strong></td>
<td>● Control your body</td>
<td>● Wait patiently</td>
</tr>
</tbody>
</table>

The school provides the students with playground equipment, footballs, jump ropes and other equipment to use during recess. We request students not bring their own balls, toys, stereos, computer games, and other playthings from home. We cannot be responsible for the loss of those or any other personal items.

**BICYCLES/SKATEBOARDS/ROLLER BLADES/SCOOTERS/HEELYS**

Bicycles may be ridden to school and must be parked in the area provided. When students arrive at school and leave they must push their bicycles into and out of the bicycle rack area. We encourage each child to lock his/her bike to prevent theft. Students will not be allowed to ride
their bicycles during any recess period. Students choosing to not park their bikes properly or riding their bikes in a dangerous manner will not be allowed to have their bikes on school grounds for the next five school days.

Riding skateboards, scooters and rollerblades is not allowed on school grounds for safety and liability reasons. Students can carry these onto school grounds, but must make arrangements with their teachers to leave these items in their classroom. Heelys are not allowed in school. The school is not responsible for lost, stolen or damaged items. Some classrooms lack space to keep these items so teachers may refuse to let students bring them as a result.

**BIRTHDAY PARTIES**

Birthday parties are not encouraged according to Board policy #5133. It is difficult to justify time taken from instruction for a party for each child in a classroom. Parents who bring treats need to make arrangements with the teacher ahead of time to leave treats in the office. Treats must be store bought and in individual bags. Please try to bring healthy snacks that are suggested by our District Student Wellness Policy.

**BUS STUDENTS**

The rules established by the School District will be strictly enforced. IT IS A PRIVILEGE, NOT A RIGHT, TO RIDE THE BUS. Students and parents of students who ride a bus should become familiar with the rules. A copy of the rules is given to each bus student when they receive the authorization to ride a bus. Face coverings will be worn when distancing is not practicable. Students will use hand sanitizer when exiting and entering the bus, Transportation, or facility (Bus Hub). Utilize hand sanitizer after touching equipment, doors, etc. Ridership limited to no more than 50 riders including adults (bus driver, coaches, monitor, assistants) while wearing face coverings. There shall be no more than two riders per seat while wearing face coverings. Students will be assigned a seat by Transportation Staff. Transportation Staff will manage all seating on the bus. Students will face forward while being transported. Seatbelt use is highly encouraged on buses to assist with maintaining distance. Riders from the same household will be seated together as much as practicable. Only registered students with assigned seats will be allowed to ride. Only registered riders may ride NCSD Transportation.

**BREAKFAST and LUNCH PROGRAMS**

Hot breakfast is served each morning beginning 20 minutes before the start of school. Students should enter from the front door and go straight back to the cafeteria. If students are already on campus, they will enter from the rear playground.

We also have a Hot Lunch Program. We encourage parents to pay by the month. Milk is available at the cost of $.40 per carton for students who wish to bring a sack lunch. Students eating lunch at school are restricted to the school premises during the noon hour. Visitors and families will not be allowed to eat lunch with students.
CLOSED CAMPUS POLICY

For the protection of the child, the school campus is closed at all times. Bus students are not allowed to leave the school grounds unless written permission has been obtained by the school office.

1. Our first bell will ring at 8:45 and the tardy bell will ring at 8:50. Supervision will be determined prior to the start of school when the bus schedule is determined. Generally, the students will not be allowed inside the building before the first bell except for emergencies, inclement weather, extra help from a teacher, or other special circumstances. Students need to stop in the office for a hallway pass prior to proceeding down the hall.

2. When entering the building, the students will proceed quietly to their coat racks, and then into their rooms. Boots, which are strongly suggested in wet or snowy weather will be placed neatly beneath the child’s coat in the hall area.

3. Local students should observe all crosswalks, traffic lights, and stop signs. They should enter the school grounds through the front door at the entrance of the schools. Students will not be entering the grounds through the playground. Parents and visitors are not allowed on the playground or beyond the office. Because of serious traffic congestion we ask that drivers be especially cautious. Please encourage your children to comply with the aforementioned suggestions.

4. Please be courteous of our neighbors and not park in front of their homes for extended periods of time.

5. All students must be signed out in the office by a parent or guardian. Sorry if this causes any inconvenience but it is to protect your child.

6. We request that all visitors to the school use the front entrance. Visitors will not be allowed beyond the front office. Visitors are asked to schedule an appointment prior to the visit. Thank you.

CELL PHONES in SCHOOL

Students must turn off the phone and put them in their backpack until after school. There is ABSOLUTELY NO cell phone use while at school (calling after school is appropriate), unless a child’s teacher has allowed the device for educational/instructional purposes. If a student is caught using their cell phone for any reason, it will be taken and parents will need to come to school to pick up the phone. Students/parents must accept full responsibility for their phone. Paradise Valley will not accept any responsibility for a lost, stolen or broken phone. Please do not call your child’s phone during school hours. If you have an emergency and/or need to contact your child please do so by calling the main office at 253-1200.

DISCIPLINE PROCEDURE

All students and staff will follow the school-wide discipline procedures. Our school staff will
review and have a teach-first philosophy with students. Consequences for behavior violations will be on a case-by-case basis and age appropriate for the behavior.

Any student suspended from school will be assigned to one of the following: Safe Schools Suspension Lab (SSSL), Out of School Suspension (OSS), or In School Suspension (ISS).

**DISCRIMINATION**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W. Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9419 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**DOGS**

Students and parents are asked to make sure that their dogs are not allowed to follow students to school. Even friendly dogs can become dangerous on a playground because of activity and noise. We will summon Metro to pick up any dogs on school property, because of the serious nature of their presence.

**DRESS AND APPEARANCE**

Students are asked to follow the Natrona County School District Dress Code. Please see the Dress Code, [Board Policy 5375 in BoardDocs](#). Students are asked to wear face coverings when a minimum of 6’ social distancing cannot be maintained. Students whose dress and appearance do not meet these standards will be sent home to change clothes or given alternative clothing from the office. To ensure proper appearance is maintained, the principal makes the final call regarding appropriate apparel in a questionable circumstance. For more information, please refer to the [Natrona County School District Student/Parent Handbook](#).

**DROP OFF AND PICKUP OF STUDENTS**

All adults will model appropriate behavior at school. If you feel yourself getting frustrated, please think “big picture.” Everything we ask of parents during pickup and dropoff, is to keep all children and adults safe.

**Dropping students off before school:**

Please drop your child off as close to 8:45 as possible. Parents will pull forward to the farthest point possible in the right lane off drop off area when dropping children off. Stop briefly, wish your child a wonderful day and carefully exit the drop off area. Children should NEVER be dropped off or (picked up) from the left drive through lane. When
exiting the drop off area, it is a right turn only. No vehicles in the bus loop. Cars should NEVER be left unattended during the posted hours (between 8:00 - 9:00 and 3:00 - 4:00). Please be respectful of this procedure. Parents may park in the west parking lot or somewhere along the street where the curb is not painted yellow. ALL pedestrians will use the crosswalk to cross Magnolia and Paradise Drive. There is a lot of traffic and in order for student (and parent) safety we ask that you use the crosswalks. Please be good role models for your children.

The better everyone follows these procedures, the safer our students will be. Thank you.

**Picking up after school:**

Make sure to have a plan for picking up your child. There is a lot of traffic after school and it helps when you and your child have a pick up plan. No vehicles in the bus loop. The pick up/dropoff area is a "no parking zone". Students will wait in a designated area for their ride to drive to the farthest point and pull to the right lane before getting into the vehicle. In order to keep students, parents and staff safe, we will not allow students to enter a vehicle waiting in the left lane. We appreciate the follow through with our outlined pickup and dropoff procedures. **ALL pedestrians before and after school are asked to use the crosswalk. Please remember to DO the following:** Watch for children...we have over 400 students enrolled at PV -PLEASE DO NOT LEAVE CAR UNATTENDED- drive slow and follow the traffic arrows. Pickup/dropoff students from the right lane of the pickup/dropoff area ONLY. Exit as soon as your child is in the car and buckled. Be courtesy to ALL students, staff members and other drivers. Park in designated parking areas. Set a positive example of safety for the students of Paradise Valley. Use of crosswalks. Stay out of the Bus Lane on the east side of the school.

**DRUG AND ALCOHOL POLICY**

It is a violation of Natrona County School District #1 policy for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, amphetamine, hallucinogenic drug, barbiturate, marijuana or any other controlled substance as defined in Board Policy. There will be no usage of alcohol or tobacco whatsoever by adults or students on or in the workplace.

“Workplace” is defined as the site for the performance of work done including a school building or other school premises; any school owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school sponsored or school approved activity, event or other function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

**EMERGENCY SCHOOL CLOSURE/EVACUATION (Inclement Weather)**

In an emergency situation or school closure due to inclement weather or a natural disaster, parents are asked to listen to the radio or television for information or wait for a phone call from the school if during school hours. Please do not call the school and do not come to the school unless school officials have requested you to. Under certain circumstances, students may be
evacuated to Shepherd of the Valley Care Center or the Wyoming National Guard Armory. Students will not be released except as instructed on their registration card. Please contact the school office if you have any changes to the emergency numbers you have listed on the registration card during the school year.

“BEING THERE” EXPERIENCES (Field Trips)
A teacher may use “being there” experiences during the school year to strengthen a student’s knowledge of a particular subject by viewing a place of business, museum, state or national park, etc. Best behavior is expected of all students when on a “being there” experience. All regular classroom and school rules apply to the student on a trip. Students who choose to misbehave during regular school hours or on trips could lose the privilege of attending future trips. In the event that a student is unable to attend a field trip, appropriate supplemental material will be given.

Parents will always be notified of an upcoming “being there” experience unless the activity is part of the regular school curriculum during the day. If parents want to chaperone on a field trip, they must complete a background check through the district office, get approval from the principal and fill out the appropriate forms. The 2 forms are located in Infinite Campus.

If parents wish for their students to be driven to/from an activity that is different from the school provided transportation, they must complete a “Release of Liability” form BEFORE students leave on a trip. This form is signed by parents, teacher and principal.

GRADUATION REQUIREMENTS
Wyoming Statute requires that every graduate of the Class of 2006, and all following classes, must have demonstrated mastery of State Standards in language arts, math, science, social studies, health, PE, foreign language, career & vocational education, and fine & performing arts. The NCSD graduation requirements are designed to provide opportunities for all students to learn the content standards and to demonstrate their learning in different ways. District benchmarks and state assessments will be used to assist us in analyzing each student’s progress in meeting success in each of these curricular areas.

ILLNESS AND ACCIDENTS
IF A CHILD IS PICKED UP FROM SCHOOL BY THE PARENTS, THE STUDENT MUST BE PICKED UP FROM THE SCHOOL OFFICE.

Students will self-report illnesses to their classroom teachers and/or building staff. Teachers will ensure the student is wearing a face covering and send the student to the office for evaluation. The nurse or office staff will contact the parent/guardian if the student has a fever, exhibiting symptoms, or is just not feeling well. The student will be isolated in the nurse’s office with a face-covering until parents arrive. If students display symptoms (such as fever, coughing, congestion, chest pain, loss of smell, loss of taste, and/or problems breathing) during the day, staff will send the student (wearing a face covering) to the nurse’s office for evaluation.
Student(s) will be isolated, required to wear a mask (at all times), and parents/guardians will be contacted to come and get the student. The student will remain isolated/social distancing in the nurse’s office until the parents arrive. Parents will call and notify the office they are at the school. Please inform the school nurse at 253-1200 of any medical information/problems your child may have that would be pertinent for us to be aware of here at school.

**IMMUNIZATION**

The Wyoming Immunization State Law (W.S. 21-4-309) requires that a student must have the following immunizations:

- 4-5 doses DTP/TD
- 3-4 doses Polio
- 2 doses MMR
- 3 doses Hepatitis B
- 2 doses Varicella or Health Care Provider verification of disease

These immunizations are mandatory, and must be completed within 30 days after enrolling in school. An official Record of Immunization form must be completed and signed by your physician, Public Health Authority or school nurse to indicate that these requirements have been met.

**LUNCH**

Students will have twenty minutes to eat lunch everyday followed by a twenty minute recess. Face coverings will be worn by students and staff while transitioning to and from the cafeteria while getting food. Students will eat one week in the cafeteria and then the alternating week in their classroom. Each location will allow for a minimum of 6’ of social distancing throughout the lunch period. We continually strive to ensure our lunchroom is a pleasant, appetizing place to eat. Good manners, courtesy, and proper behavior are expected. Due to insurance rules and regulations we no longer have microwaves available in our lunchroom for student use. Visitors and families will not be allowed to eat lunch with students.

Information about purchasing student lunch can be found at [natronaschools.org](http://natronaschools.org). There will be two different options served for lunch each day. We encourage parents to pay by the month. Milk is available at the cost of $.40 per carton for students who wish to bring a sack lunch. **Students eating lunch at school are restricted to the school premises during the noon hour.**

**Lunch Schedule:**

- **Kinder** 11:40 - 12:00 eat, 12:00-12:20 recess
- **1st Grade** 11:45 - 12:05 eat, 12:05 - 12:25 recess
- **2nd Grade** 12:00 - 12:20 eat, 12:20 - 12:40 recess
- **3rd Grade** 12:05 - 12:25 eat, 12:25 - 12:45 recess
- **4th Grade** 12:25 - 12:45 eat, 12:45 - 1:05 recess
- **5th Grade** 12:30 - 11:50 eat 12:50 - 1:10 recess
MEDICATION POLICY

Whenever possible medication should be given at home. However, if your healthcare provider (HCP) decides it is necessary for your child to receive any medication (prescription or over-the-counter) during the day, these Natrona County School District #1 School Board Guidelines need to be followed.

1. The health care provider (HCP) must complete and sign a Medication Administration form (#SSS-H-08) with the following information:
   a. The name of the medication
   b. The amount to be given
   c. The time it is to be given
   d. The name of the prescribing HCP and diagnosis.
   e. The parent must also sign this permission form.

2. Prescription medication(s) must be in a container labeled by the pharmacist with the student’s name, prescriber’s name, name of medication, dosage, route, directions for administration, conditions for storage, prescription date and expiration date.

3. Over-the-counter medications must be provided to the school in the original sealed container within expiration guidelines.

4. All medication will be stored in the nurse’s office in a locked cabinet and will be administered by the school nurse or designated school staff.

AUTHORIZATION FOR USE OR DISCLOSURE OF STUDENT HEALTH INFORMATION

I understand that the Natrona County School District will protect my child’s health information (form SS-H-16) as prescribed by the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Protection and Accountability Act (HIPPA) and that the information becomes part of the student’s permanent educational record. The information will be shared with individuals working at or with the Natrona County School District for the purpose of providing appropriate educational and school health services. Wyoming law prohibits the Natrona County School District from making further disclosure of health information. This authorization shall become effective immediately and shall remain in effect until revoked. I understand that I make revoke, in writing, this authorization at any time.

PARENT-TEACHER CONFERENCES/STUDENT-LED CONFERENCES

Conferences are held one time at the conclusion of the first nine (9) week period and in the spring. The conferences are one of the best methods of reporting the progress of students to the parents. We invite you to come for Parent-Teacher Conferences in the fall and Student-Led Conferences in the spring.
NOTEWORTHY DATES

Back to School Night - August 27th 4:30-6:30 pm
Classes Begin - September 2nd
WY-TOPP Interim (Fall): Sept. 1 - 23
FastBridge Fall Screening Window: Sept. 1-25th
Red Carpet ~Oct 28
Quarter 1 Ends - Oct 30
No School for Students - November 2nd
Parent/Teacher Conferences - TBD
Thanksgiving Break - November 25-27
Christmas Break - December 21st - Jan. 4th
Classes Resume - January 5th
Open House Date/Time - TBD in January
FastBridge Winter Screening Window: Jan 6 - Feb. 2
WY-TOPP Interim (Winter): Jan 12 - Feb. 5
Equality Day (no school) - January 18th
Red Carpet ~Jan 20th
Quarter 2 Ends - Jan 21
PD Day - February 12th
PV Lunar New Year Celebration - Friday, February 12, 2021
President’s Day (No School) - February 15th
Student-Led Conferences - TBD
Red Carpet ~March 24th
Spring Break - March 29th - April 2nd
WY-TOPP Interim (Spring): April 13 - May 7
WY-TOPP Summative: TBD
Family Bingo Night - TBD
FastBridge Spring Screening Window: May 3 - 28
Memorial Day - May 31st
Red Carpet ~June 2
Last Day of School - June 8th

PETS - BRINGING THEM TO SCHOOL

Children who wish to bring pets to school must have the permission of the teacher who will work with administrator PRIOR to bringing the pet in. Pets must be taken home, by parent, immediately after the activity. Board Policy 6900 must be followed including current documentation of health must be presented at the office for any pets coming to school. If a classroom has a child with an allergy to a pet the pet will not be allowed in the classroom.

PICKING UP YOUR CHILD DURING SCHOOL

If it is necessary to pick up your child during the school day, you are asked to please pick up the child at the main office. This would involve such situations as illness, an accident, doctor appointments, etc. If you pick your child up at noon or during recess, the teacher and the
principal or secretary must be notified. If student pickups are not cleared properly, it may lead to much confusion as the teacher, secretary, and principal may not know what has happened to the child.

Recognizing that appointments may not be outside of regular school hours, the following guidelines may be of assistance:

1. Send the student to school before or after the appointment when at all possible. Students who arrive late or must leave early for an appointment must show proof by providing a doctor’s note of explanation of the appointment in order to receive an “excused tardy”.
2. Please try to send a note to the teacher in advance when at all possible. This eliminates classroom interruptions and allows the teacher to plan ahead for that student.
3. No student will be permitted to leave the building unless checked out by the parent or guardian.

RECESS AND WARM CLOTHES
Paradise Valley School procedures include the belief that children need fresh air and exercise each day, even during the cold winter months. Therefore, children are expected to go outdoors for recesses, properly dressed for the weather. Students need warm outer clothing, gloves, caps or hoods, and foot wear. When extreme temperature or weather conditions occur (wind chill below 10 degrees) all children are kept inside. If a child has been ill, and upon returning to school is not fully recovered, we ask for a note from a parent advising us of the situation, whereupon the child will be kept in the building for a maximum of five (5) school days. For permission to remain inside for more than five (5) school days, we must have a doctor’s request, stating the reason, the length of time, and any other special requests.

RELEASE OF RECORDS
Student records and cumulative records will not be released without the parent’s written request. Normally records are requested and sent directly to agencies. Parents, however, may certainly look at or request copies of their children’s records. Adequate time must be allowed for examination and copies. If you desire to view your child’s records, it is suggested that you call ahead and specifically request a time to conduct the examination.

REPORT CARDS
Report cards will be distributed at the end of each nine-week period. Report cards will be given to the parents during parent-teacher conferences at the end of the first nine week grading period and distributed to the students at the end of the other three grading periods.

SAFETY
With school in session, and many children crossing busy streets as they travel to and from school, please discuss safe routes for travel. Parents should advise children on traffic safety, bicycle safety, pedestrian safety, and expectations on arrival and departure times. We realize that it is necessary for many of you to also deliver and pick up your children. It is extremely important that you arrange with your child (ren) a delivery and pick up location that will not interfere with the busses or the children’s use of a crosswalk. Parents should not double park and wait for their child.

NOTE: Students should ALWAYS go directly home after school, report in to their parents, babysitter or whoever is responsible - and then plan their after school activities. Students should not go to someone else’s home after school, unless the parents know the plans.

NOTE: Accepting rides, candy, money, etc. from strangers is a very real danger to children. AT NO TIME SHOULD CHILDREN ACCEPT FAVORS FROM ANY PERSON UNLESS THEY ARE WELL KNOWN, AND THE PARENTS HAVE GIVEN PERMISSION.

SCHOOL INSURANCE
Information about a health insurance plan is available in the front office for all students.

SCHOOL NURSE
A school nurse is provided for all schools in Natrona County School District #1 to provide health services, health education, and a healthy school environment. The nurse is responsible for checking the general health of a student (eyes, ears, throat, and teeth). The nurse works in the area of communicable diseases, accidents, and illnesses that occur at school. The nurse is scheduled into the building on a part-time basis.

SCHOOL PICTURES
Individual pictures are taken of students each year and available for purchase. Purchasing the picture packets is completely voluntary. Further information is distributed well in advance of the date the pictures are taken.

SEARCH AND SEIZURE
Desks are the property of Natrona County School District #1 and are available for the convenience of the students. NCSD #1 reserves the right to inspect the contents of a desk at any time. School officials may search book bags, backpacks, etc. whenever they have a reasonable suspicion that a student is in possession of illegal or unauthorized materials. If a school official has a reasonable suspicion to believe that a student has on his or her own person an item dangerous to the student or others, including drugs or weapons, a “pat-down” search may be conducted or a student may be asked to empty his or her pockets, purse, backpack, book bag. etc.
SEXUAL HARASSMENT/RETAIlATION

BOARD POLICY: is based on the concept that sexual harassment is a form of sex discrimination which violates section 703 of Title VII of the civil rights Act of 1965 as amended; 42 U.S.C. Section 2000e seq; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 as amended; the Wyoming Fair Employment Practices Act of 1965 and Art. 7, 10, Wy. Const. (Both state and federal law prohibit sexual harassment).

CONSEQUENCES: It is the policy of NCSD #1 to create a learning and working environment that is free from sexual harassment. Therefore, Board Policy 5144 prohibits any form of sexual harassment and any form of retaliation related to one’s rights to pursue/defend present evidence regarding a sexual harassment complaint. Sexual harassment can yield consequences ranging from warnings to recommendations for expulsion in cases of students found to be in violation of the policy. In cases involving employees, disciplinary actions could include, but are not limited to, warnings, or more serious steps such as discharge. (The School Board’s Policy prohibits sexual harassment and retaliation related thereto. Disciplinary actions for violation of the Board’s Policy could mean anything from warning to expulsion, in the case of student-perpetrators, and from a warning to discharge, in the case of employees.)

INVESTIGATIONS/DISCIPLINE: The District will investigate all reported complaints, verbal or written, regarding sexual harassment or retaliation related thereto. The District will act to discipline students/employees who sexually harass or retaliate against students/employees. (The district will take sexual harassment/retaliation complaints seriously, will properly investigate them, and will act to discipline violators.)

DEFINITIONS: For purposes of this policy, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Sexual harassment may include: verbal harassment, physical interference with movement or work or visual harassment such as derogatory cartoons, drawings or posters. See the Board policy for a more complete definition of sexual harassment. Retaliation is any action designed to punish another person for exercising his/her rights or to deter him/her from exercising those rights.

SNACKS

Teachers will not be providing snacks for children. Make sure to send a HEALTHY snack for your child. In accordance with the NCSD Wellness Policy, snacks should be of high nutritional value—please do not send candy and or soda with your child as a snack. Please be aware that we have students with food allergies and grade levels policies will reflect the need for additional care with regard to the kinds of snacks permitted in the classroom areas. If you have questions or concerns, please contact your child’s teacher or our nurse, Mrs. Eathorne.

SPECIAL EDUCATION

Special Education programs have grown at a steady pace in our district. The following is a list of personnel and programs in our school:
1. School Psychologist - We have a school psychologist we share with other schools supporting the process of identifying and evaluating students for special services.
2. Resource Teachers - We have 2 Special Education teachers who will work with children identified with an IEP. Students may be pulled out of their regular education classroom for services, or the teacher may use the inclusion model and keep children in the regular class to receive services. The IEP will state where the services take place.
3. Social Worker - provides trained assistance to teachers and the principal with student special needs or problems, which affect their learning capabilities.
4. Other Programs - services are also provided in the areas of speech, hearing, sight, fine and gross motor skills, and other areas. Questions concerning your particular concerns should be directed to the principal or the consultant assigned to our building.

TECHNOLOGY
A wide variety of technology is used throughout the building. Every student must have a signed Internet usage form before he/she can have access to this technology. Any student violating the agreement will lose the privilege of using technology. Students will be issued a device to support learning both on and off school campus. These devices are to be brought to and from school each day along with the charging mechanism.

TELEPHONE
Students who need to use the school telephone must ask permission from the office or teacher before calling. Students are to use the phone only when necessary and are not to use the telephone to make social arrangements after school.

School/Student/Family Compact

Family
- I am important; I am my child’s first teacher
- I will ensure my child is on time and attends school regularly
- I will help my child be ready to learn every day
- I will support the district and school discipline policies
- I will create a time and place for homework
- I will model and teach my child the lifelong guidelines
- I will use open and respectful communication skills
- I will limit “screen” time
- I will read daily with my child
- I will attend my child’s conferences, meetings and activities
- I will challenge my child to reach his or her personal best
- I AM A PV TIGER!

Student
● I am important; I am a learner
● I will attend school regularly and be on time
● I will come to class prepared each day
● I will complete and return assignments on time
● I will follow Paradise Valley rules and procedures
● I will live the lifelong guidelines
● I will listen to others’ ideas and use open and respectful communication skills
● I will have a regular study time each day
● I will act with integrity
● I will treat people kindly
● I will treat people with respect
● I will try my personal best to reach my potential
● I AM A PV TIGER!

School
● I am important; I am a teacher
● I will provide a quality instruction in all areas
● I will encourage students to have a love for learning
● I will provide home assignments that reinforce instruction
● I will maintain high expectations and enthusiasm for learning
● I will model and teach the lifelong guidelines
● I will use open and respectful communication skills
● I will be available and encourage parent communication and participation
● I will provide frequent information to parents on how their child is developing and progressing
● I will provide a safe environment
● I will challenge all students to reach their potential
● I AM A PV TIGER!

**TITLE IX - EQUAL OPPORTUNITY**

Natrona County School District #1 is committed to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation or sex. The policy of the district is to provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extracurricular activities. A person who feels that they have an alleged Title IX grievance may contact the elementary school principal.

**TRACK DAY**

Each year, the Physical Education Department of our school organizes a “Track Day” for all students. We encourage every student to participate unless there is a medical reason for not doing so.
VISITORS/VOLUNTEERS

Please schedule an appointment with the front office ahead of time to visit the school. Parent volunteers must complete a background check through NCSD prior to being allowed to volunteer for field trips. At this time, we will not have any in classroom volunteers. We encourage you to reach out to your classroom teacher for any projects or tasks that could be completed outside of the school.

WEAPONS IN SCHOOL

Possession and/or use of any dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity is strictly prohibited. A student shall not possess, handle, transmit or conceal any object that could be used as a weapon, disrupt the educational process, or cause harm to another person. This weapon definition is not limited to the obvious, but includes any item that can be construed as a weapon: such as guns of any type, water and toy guns that resemble the real thing, Ninja stars, screwdrivers, hammers, ball bats, slingshots, bludgeons, knives, or any pocket knife. The possession or use of any such weapon shall require that the principal shall initiate proceedings for the suspension with the possibility of expulsion of the student(s) involved immediately.

- Parents will be contacted if violence happens in the presence of their child.